

If you believe there is an error, missing charges or missing legs one or more of your invoices. The best thing to do is contact the Contracting Officer Representative (COR) for that contract. Discuss the issue and if indeed there is an error or something missing follow the steps below to return the invoice to the COR for correction. After the COR review/updates the invoice it will be returned to you in the application and you can review it before sending it on to payment.

- 1) Bring up the package you wish to review. (See Viewing and Approving Invoices on how to bring up a package)

Dashboard - Aviation | Packages

Package Details

Package No #47048 Contract Number: AG-TEST-C-14-CCCC
Contract Item No: 1

STANDARD

Package Number: 47048	Updated By: FSCFO User14	Status: SENT_TO_VENDOR
Created By: FSCFO User14	Updated Date: 2020-03-13T10:16:05.187	Payment Status:
Created Date: 2020-03-13T10:15:26.63	Viewed Date:	Sent Date:
Vendor Name: TEST - fscfouser15	Invoice Start Date: 03/08/2020	Signed Date:
Vendor Code: 3469010101	Invoice End Date: 03/09/2020	Amount: 254
	COR Email Address: dcha@fs.fed.us	Remarks:

1. Open an invoice, by clicking on the invoice number.

Invoice List

Show 10 entries Search:

Select	Date	Invoice Number	Registration Number	AV Codes	ES Hours	ES Total	FT Hours	FT Total	ST Miles	ST Total	RON Charges	Misc	Daily Total	Inv Status
<input type="checkbox"/>	02/27/2020	1678000103	N537AR	127	0	0	0	0	0	0	0	0	127	SENT_TO_VENDOR
<input type="checkbox"/>	02/28/2020	1678000101	N537AR	127	0	0	0	0	0	0	151	0	278	SENT_TO_VENDOR
<input type="checkbox"/>	02/29/2020	1678000102	N537AR	0	0	0	4.5	1620	0	0	208	0	1828	SENT_TO_VENDOR

Showing 1 to 3 of 3 entries Previous Next

Actions

Correcting a Vendor's IBS Invoice.

Invoice #1678000102 Date: 03/13/2020
Status: SENT_TO_VENDOR Author: FSCFO User14
STANDARD Total: \$1828.00

Receipt Date: 03/13/2020	Contract Item # 1	 Flight Date 02/29/2020
Contract # AG-TEST-C-14-C000	Registration Tail # N537AR	
Package # 47049		

CONTRACT DETAILS

Contract Type: E	Company: TEST - fscfouser15	Aircraft Type: S
Vendor Code: 3469010101	Vendor Email: rmannem@fs.fed.us	

FLIGHT LINE ITEMS

Show 10 entries Search:

Flight Leg #	Flight Order	From	To	Pay Code	Rate	Flight Leg Total (\$)	Select
1	Fire	BOI - Boise Air Terminal/Gowen Field	MSO - Missoula International Airport	FT	360	720	2.a
2	Fire	MSO - Missoula International Airport	BOI - Boise Air Terminal/Gowen Field	FT	360	900	

Showing 1 to 2 of 2 entries Previous 1 Next

ADDITIONAL CHARGES

Show 10 entries Search:

Charge ID #	Registration Unit Code	Description	Mission Code	Pay Code	Job Code	Total Amount(\$)	Select
298039	1502	2 over night		ON	PNMT7620	208	

Showing 1 to 1 of 1 entries Previous 1 Next

INVOICE REMARKS

Remarks

Enter Remarks 3

[Add Remarks](#)

2. As shown in this example there are two Flight Legs, but no Availability leg. Since there is no current option to “Add Leg” this is the work around.

a. Click on the Three Dots.



b. A View /Edit box will appear. Click on the “View/Edit Flight Leg” and it will open the leg.

c. Scroll to the bottom of the leg, and add "REMARKS" about a missing "Availability Leg"

Cargo Details

Cargo Type: Cargo Weight: Fire Chemicals:

Retardant Product: Fire Chemicals Gallons:

Time Details

Meter Type*:

Start Time (i.e. 0215, 0900, 1330): Stop Time (i.e. 0258, 1012, 1435):

Total and Remarks

Clock Rounding: Elapsed Time (Hours):

Rate (\$)*: Flight Leg Total(\$)*:

Remarks:

d. Then "EXIT"

e. Go back to the Invoice List Page, you can use the "back" arrow on the top menu bar.

f. You will see on the right hand side, "Vendor Modified" invoice Status.

Invoice List

Show: entries Search:

Select	Date	Invoice Number	Registration Number	AV Codes	ES Hours	ES Total	FT Hours	FT Total	ST Miles	ST Total	RON Charges	Misc	Daily Total	Inv Status
<input type="checkbox"/>	02/28/2020	1678000101	N537AR	127	0	0	0	0	0	0	151	0	151	SENT_TO_VENDOR
<input type="checkbox"/>	02/29/2020	1678000102	N537AR	0	0	0	4.5	1620	0	0	208	0	1828	VENDOR_MODIFIED
<input type="checkbox"/>	02/27/2020	1678000103	N537AR	127	0	0	0	0	0	0	0	0	127	SENT_TO_VENDOR

Showing 1 to 3 of 3 entries Previous Next

Actions

Correcting a Vendor's IBS Invoice.

g. Now you can send/return the whole package back to the COR. You cannot send just one invoice the whole package will go back to the COR for review. Make sure you call the COR also and explain the reason for returning the invoice.

Once the COR has reviewed the returned invoice, and make correction or updates as needed the invoice will be sent back to your inbox in IBS.

Your Package will show the package as "Sent to Vendor" as it did the first time. Good idea to make a note of the Package number, and look for that.

Packages

Show 10 entries Search:

Package #	Status	Create Date	Create By	Updated Date	Updated By	Contract #	Contract Item #	Company	Remarks	Amount
47049	SENT_TO_VENDOR	03/13/2020	FSCFO User14	03/13/2020	FSCFO User14	AG-TEST-C-14-CCCC	1	TEST - fscfouser15	3 days of invoices	2233
47048	SENT_TO_VENDOR	03/13/2020	FSCFO User14	03/13/2020	FSCFO User14	AG-TEST-C-14-CCCC	1	TEST - fscfouser15		254
47047	SENT_TO_PAYMENT	03/12/2020	FSCFO User14	03/12/2020	TEST - fscfouser15	AG-TEST-C-14-CCCC	1	TEST - fscfouser15		532
47046	SENT_TO_PAYMENT	03/12/2020	FSCFO User14	03/12/2020	TEST - fscfouser15	AG-TEST-C-14-CCCC	1	TEST - fscfouser15		381
47042	SENT_TO_VENDOR	01/15/2020	FSCFO User14	03/13/2020	FSCFO User14	AG-TEST-C-14-CCCC	1	TEST - fscfouser15		
47041	SENT_TO_PAYMENT	01/15/2020	FSCFO User14	01/15/2020	TEST - fscfouser15	AG-TEST-C-14-CCCC	1	TEST - fscfouser15	Test 1	4030
47040	SENT_TO_PAYMENT	01/15/2020	FSCFO User14	01/15/2020	TEST - fscfouser15	AG-TEST-C-14-CCCC	1	TEST - fscfouser15	package test 1TB	2747
47039	SENT_TO_VENDOR	01/13/2020	FSCFO User14	01/13/2020	FSCFO User14	AG-TEST-C-14-CCCC	1	TEST - fscfouser15	test	16300
47038	SENT_TO_VENDOR	12/20/2019	FSCFO User14	03/13/2020	FSCFO User14	AG-TEST-C-14-CCCC	1	TEST - fscfouser15	TEST Package	659.65
47037	SENT_TO_VENDOR	12/06/2019	FSCFO User14	03/13/2020	FSCFO User14	AG-TEST-C-14-CCCC	1	TEST - fscfouser15		1917

Showing 1 to 10 of 23 entries Previous 2 3 Next

So click on the package number then open the package as before and review the invoice(s) in question.

Invoice List

Show 10 entries Search:

Select	Date	Invoice Number	Registration Number	AV Codes	ES Hours	ES Total	FT Hours	FT Total	ST Miles	ST Total	RON Charges	Misc	Daily Total	Inv Status
<input type="checkbox"/>	11/24/2019	1678000059	N537AR	0	0	0	0	0	0	0	0	0	0	SENT_TO_VENDOR
<input type="checkbox"/>	11/23/2019	1678000062	N537AR	0	0	0	0	0	0	0	0	0	0	SENT_TO_VENDOR

Showing 1 to 2 of 2 entries Previous Next

Actions

[Approve](#) [Approve All](#) [Send to Payment](#) [Send back to COR](#)

After review, Check the box and approve the invoices and send to payment. (Though there is an option to send back to COR a second time, which will be removed in an upcoming revision.)

Correction to an "Additional Charge"

Using the example below, to show how to correction an "additional Charge" that was been entered. In this case the wrong city was selected for Per Diem.

FLIGHT LINE ITEMS

Show 10 entries Search:

Flight Leg #	Flight Order	From	To	Pay Code	Rate	Flight Leg Total (\$)	Select
1	Fire	BOI - Boise Air Terminal/Gowen Field	MSO - Missoula International Airport	FT	360	720	⋮
2	Fire	MSO - Missoula International Airport	BOI - Boise Air Terminal/Gowen Field	FT	360	900	⋮

Showing 1 to 2 of 2 entries Previous 1 Next

ADDITIONAL CHARGES

Show 10 entries Search:

Charge ID #	Registration Unit Code	Description	Mission Code	Pay Code	Job Code	Total Amount(\$)	Select
298039	1502	2 over night		ON	PNMT7620	208	⋮

Showing 1 to 1 of 1 entries Previous 1 Next

a. Click on the Three Dots. 

b. A View /Edit box will appear.  Click on the "View/Edit Charges" and it will open the Charges Line.

In example "Boise, ID" was chosen as the location, where it needed to be "SunValley, ID"

Charge ID
298039

Fields marked with an asterisk are mandatory. Grey fields are readonly.

User Unit * 1502 - National Operations Mission Code Choose Mission Code

Pay Code ON Job Code PNMT7620

Overnight Rate Information

2 2. Click on "Per Diem Lookup" to pick the correct location.

Per Diem Lookup

State * ID City * Boise County * Ada

Lodging Rate (\$) 137 M&IE Rate (\$) 71

Total Per Diem (\$) * 208 Number of People * 1

Total and Remarks

Total Amount (\$) * 208 Description * 2 over night

Correcting a Vendor's IBS Invoice.

Scroll down to find the correct location or use the "search" block.

Overnight Rate Information

Per Diem Lookup

Show 10 entries Search: Idaho

Conus ID	State Code	State Name	City	County	Eff Date	Exp Date	Seasonal Start Date	Seasonal Stop Date	Lodging Rate	Meals Rate	Max Perdiem	ACTION
248	ID	IDAHO	CONUS Standard- Applies to all counties not listed	CONUS	2019-10-01	2020-09-30	2019-10-01	2020-09-30	96	55	151	Select
249	ID	IDAHO	Boise	Ada	2019-10-01	2020-09-30	2019-10-01	2020-09-30	137	71	208	Select
250	ID	IDAHO	Coeur d'Alene	Kootenai	2019-10-01	2020-09-30	2020-06-01	2020-08-31	143	61	204	Select
251	ID	IDAHO	Coeur d'Alene	Kootenai	2019-10-01	2020-09-30	2019-10-01	2020-05-31	96	61	157	Select
252	ID	IDAHO	Coeur d'Alene	Kootenai	2019-10-01	2020-09-30	2020-09-01	2020-09-30	96	61	157	Select
253	ID	IDAHO	Sun Valley / Ketchum	Blaine / Elmore	2019-10-01	2020-09-30	2020-06-01	2020-08-31	139	66	205	Select
254	ID	IDAHO	Sun Valley / Ketchum	Blaine / Elmore	2019-10-01	2020-09-30	2019-10-01	2020-05-31	109	66	175	Select
255	ID	IDAHO	Sun Valley / Ketchum	Blaine / Elmore	2019-10-01	2020-09-30	2020-09-01	2020-09-30	109	66	175	Select

Showing 1 to 8 of 8 entries (filtered from 888 total entries) Previous 1 Next

Click on the "Select" button for the correction location. It will be loaded in and you will be taken back to the previous screen. As seen below.

Overnight Rate Information

Per Diem Lookup

State * ID City * Sun Valley / Ketchum County * Blaine / Elmore

Lodging Rate (\$) 109 M&IE Rate (\$) 66

Total Per Diem (\$) * 175 Number of People * 1

Total and Remarks

Total Amount (\$) * 208 Description * 2 over night

Cancel

Then follow the step above to return to COR.